



# STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR  
THOMAS C. BOUSKA, SERVICE AREA MANAGER

December 20, 2013

Jody Williams  
2750 5<sup>th</sup> Ave.  
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the December 19, 2013 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

*For the protection of all of the children in my care as well as the health of your own child and my family, this is my sick policy. In order to protect the group as a whole, I ask that parents assist me by keeping sick children at home.*

*In the event that a child becomes sick the family will be notified and prompt pick up arrangements will be made.*

*If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.*

*Children with infectious illnesses cannot attend.*

*When child may not attend daycare*

*Fever 99.9 degrees and higher  
this includes the night before/morning of daycare ~ No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they cannot come to daycare the next morning.*

*Rash ~ unexplained rash ~ Consult doctor/Need a note stating your child is not contagious.*

*Vomiting or/and Diarrhea ~ All symptoms must be gone and no Vomiting or Diarrhea for 24 hours*

*Strep Throat ~ Consult doctor/Need a note. Child must be on antibiotics for 24 hours and be without a fever without medication for it.*

*Flu/Bronchitis/Pneumonia ~ Consult doctor/Need a note stating it is ok to come back to daycare. This usually takes about 2-3 days before they can come back to daycare. The child must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.*

*Ear Infection ~ Consult doctor/Need a note. Child must be on antibiotics and no fever for 24 hours before returning.*

*Conjunctivitis (red eyes with yellow discharge)/Pink Eye ~ consult doctor/Need a note. Child must be on eye drops/antibiotics for 24 hours.*

*Head Lice ~ Usually takes 24 hours to treat head and house ~ When all nits have been removed and child is cleared from the doctor. Need a note.*

#### *Common Cold Policy*

*Children suffering from a common cold will be assessed on an individual basis.*

*Factors of consideration include the developmental level of your child in congruence with my ability to limit the spread of germs.*

*The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.*

*(Also when caring for an ill child, the ability to provide high quality care to all of the other children is jeopardized)*

*A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into care.*

*If you have any questions concerning this policy and whether your child should attend, please call me before bringing your child.*

*PLEASE BE COURTEOUS OF ALL CHILDREN IN MY PROGRAM, AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED.*

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

You should have a written policy outlining the procedures and actions you will take in the event of a health-related emergency. The policy should address the following:

- ◆ First aid measures
- ◆ Contacting emergency medical services
- ◆ Transporting of an ill or injured child
- ◆ Contacting parents
- ◆ Care for the other children in your care during the emergency

COMMENTS: Assistance with developing policies is available from your child care health consultant at your child care resource and referral agency.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes.

*An example for policy handbook: Department of Iowa Policy states that before the first day of care the parent must complete an intake form and signed medical consent for each child attending. Within 30 days the parent must provide a physical signed by a physician and an updated immunization. Regardless of when children started attending (daycare name), every year by August 1 the parents must provide an updated physical and immunization to provider. Children who do not return the requested paperwork by due dates will not be able to attend (daycare name) until paperwork is returned. Failure to complete paperwork could result in losing a slot at (daycare name).*

Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. *One child was missing intake form.*

☐ 110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

☐ 110.8(1)a Not more than six preschool children present at any one time including infants.

☐ 110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

☐ 110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

☐ 110.8(1)a Not more than two additional school-age children for less than two hours at any one time.

☐ 110.8(1)a Not more than eight children present when the emergency school closing exception is in effect.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: February 15<sup>th</sup>, 2013.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Michelle Noddings  
Social Worker II  
[mnoddin@dhs.state.ia.us](mailto:mnoddin@dhs.state.ia.us)  
417 E. Kaneshville Blvd.  
Council Bluffs, IA 51503  
(712) 328 - 5713

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).